

# CMS Connection

Illinois Department of Central Management Services' Monthly Newsletter



Director Janel L. Forde

## IN THIS ISSUE

**EMPLOYEE OF THE MONTH**  
Harry Reinhard,  
Compliance and  
Monitoring Manager

**SAFETY CORNER**  
Slips, Trips and Falls

**BENEFIT CORNER**  
Wellness Webinars

**EVENTS CORNER**  
22 Days to 2022  
Challenge

## MESSAGE FROM THE DIRECTOR

It's hard to believe that we are at the conclusion of 2021. As we prepare to enter a new year, let's take a moment to reflect on how we have collectively navigated through, yet another, everchanging year. **CMS started the year off with the mantra of "Respect for People."** This simple yet profound sentiment led us to heighten our emphasis on equity and inclusion. **CMS worked alongside other State Agencies and local organizations to combat COVID challenges along with other numerous disparities.** And no matter what this year presented, we persevered together as a team and grew stronger.

Together, we gained some new projects and relinquished others; **Business Enterprise Program (BEP)** will transition from CMS effective January 1, 2022. **BEP, under the leadership of the Deputy Director Arielle Johnson, leaves on a high note after receiving national recognition for procurement transformation, specifically a 2021 Innovation in State Government Award from the National Association of State Chief Administrators (NASCA).** This month, **Harry Reinhard, Compliance and Monitoring Manager (BEP)** is also honored as **Employee of the Month** for his superb work with BEP. While we will miss having BEP as part of CMS, we wish the bureau and soon to be established Commission on Equity and Inclusion, much success.

Continuing to optimize our real estate portfolio and moving locations was another major accomplishment for CMS this year. Bureau of Property Management (BoPM) pristinely **moved many agencies and CMS bureaus from James R. Thompson Center (JRTC) to one of the newest additions to the State's portfolio, 555 W. Monroe Street in Chicago.** Additionally, BoPM took the lead in undertaking much needed **renovations to the Stratton and State Journal-Register buildings in Springfield.** Much like BEP, BoPM's efforts did not go unnoticed, winning a 2021 Historic Preservation Award by the City of Springfield's Historic Sites Commission. BoPM, under the leadership of Deputy Director Mike Pittman, was also **awarded NASCA's 2021 Innovation in State Government Award, for workspace optimization.** CMS acquired multiple properties this year and is on track to continue with the disposition of the Thompson Center.

As we reflect on this current year and look ahead to the new year, now is an opportune time for each bureau to revisit your respective strategic plans to continue to nurture a collaborative workplace full of opportunities and fresh ideas. **In addition to professional goals, don't forget to set and revisit personal goals.** Later in this newsletter you will find the **Be Well "22 Days to 2022 Challenge"** that begins 12/10/2021. I encourage everyone to participate in the challenge and commit to prioritizing your wellness in the new year.

**Words cannot fully express my gratitude for all your contributions to this team.** Some colleagues have moved on, retired, shifted to new roles or are new hires of CMS, but nevertheless we collectively addressed the needs of various stakeholder groups. The new year will surely bring its own new challenges, but I am confident that we will relentlessly prevail... again.

# EMPLOYEE OF THE MONTH - DECEMBER 2021

## Harry Reinhard, Compliance and Monitoring Manager (BEP)



Harry Reinhard

It is with great pleasure to honor **Harry Reinhard as Employee of the Month!** Harry is the **Compliance Manager for the Business Enterprise Program (BEP)**.

BEP ensures inclusion and diversity in State Procurement, promoting access for businesses

owned by Minorities, Women and Persons with Disabilities. Harry's team leads the goal setting process, which places a formula on procurement categories in order to establish a BEP Goal. **On February 1, 2021, Harry and the Compliance team formally launched a new goal setting methodology that provides for a more accurate representation of businesses owned by Minorities, Women and Persons with Disabilities within procurement goals.** In order to prepare for the launch, Harry led agency trainings and the development of a new goal setting manual that would be used statewide.

Harry worked with the **Chief Procurement Officer's (CPO)** team to develop an updated Utilization Plan, which is a document used by vendors to articulate how they plan to reach BEP goals during their contract term. This Utilization Plan is used by all agencies within the State of Illinois and is housed on the CPO's website.

**Harry is also leading the implementation of the Diversity Compliance Monitoring System (DCMS),** which monitors the payment activity between prime contractors and BEP Subcontractors. Harry works with **DoIT** and the **CMS Data Analytics team** to facilitate automated processes and ensure data quality. The Compliance team uses this data to inform agencies and contractors about their goal performance and to investigate complaints from BEP vendors. **Harry developed a new complaint process for BEP vendors, and consistently pushes for support as he responds to their issues. In addition, Harry develops several reports on behalf of BEP to communicate the State of Illinois' performance on the utilization of BEP vendors.**

Finally, Harry advocated for a refreshed [Business Enterprise Program Website](#) that would provide more transparent information to members of the community on BEP data.

**"Harry is a wealth of knowledge and very passionate about his work. He cares a great deal about the team he leads and is very consistent in his work. Harry has been a joy to work with and a very encouraging member on the team to me in my daily work. Harry challenges our thinking and is committed to the mission of our most meaningful work of Diversity, Equity and Inclusion,"** said Arielle Johnson, CMS Senior Policy Advisor and Acting Deputy Director of the Business Enterprise Program.

Harry Reinhard is a proud Father, Grandfather, Husband and Veteran. **Thank you for your hard work and service Harry!**



### Key Dates

**December 10, 2021**  
Human Rights Day

**December 24, 2021**  
Christmas Day observed

**December 31, 2021**  
New Year's Day observed

To learn more and keep up with CMS, visit us online.



# SAFETY CORNER

## Slips, Trips and Falls



In general, you should plan ahead, give yourself sufficient time and plan your route.

- Traffic moves slowly in snowy conditions.
- Give yourself extra time--don't assume a clear path for driving and walking will be available.
- Wear shoes or boots that provide traction on snow and ice.
- Footwear made of rubber provide better traction than plastic and leather soles.
- Wear flat-soled shoes. Avoid shoes with heels.
- Products are available with abrasive soles or cleats that provide special traction for walking on snow and ice. Remember to remove when entering buildings.
- Remove snow/water from shoes when entering buildings.
- Be mindful of signage warning you of wet and slippery floors or other winter weather hazards such as falling ice from buildings.

## Fire Safety

The **National Fire Protection Association (NFPA)** reports more than two of every five home decoration fires occur due to decorations being placed too close to a heat source. **More than one-third of home decoration fires are started by candles. More than half of home decoration fires in December are started by candles.**

- Place Christmas trees, candles, and other holiday decorations at least three feet away from heat sources like fireplaces, portable heaters, radiators, heat vents and candles.
- Purchase flame retardant metallic or artificial trees. If you purchase a real tree, make sure that it has fresh, green

needles that aren't easily broken. Keep live trees as moist as possible by giving them plenty of water.

- Make sure that light strings and other holiday decorations are in good condition. Do not use anything with frayed electrical cords and always follow the manufacturer's instructions.
- Always unplug tree and holiday lights before leaving home or going to bed.
- Never use lit candles to decorate a tree. Always extinguish candles before leaving the room or going to bed.
- Use only sturdy tree stands designed not to tip over. Keep curious pets and children away from Christmas trees.
- Keep anything that can catch on fire--potholders, oven mitts, wooden utensils, paper or plastic bags, food packaging, and towels or curtains--away from your stove top.
- Designate one person to walk around your home to make sure that all candles and smoking materials are properly extinguished after guests leave.
- Smoke alarms save lives. Install a smoke alarm near your kitchen, on each level of your home, near sleeping areas, and inside and outside bedrooms if you sleep with doors closed. Use the test button to check it each month. Replace all batteries at least once a year.

### *NFPA Safety Resources:*

[NFPA - Christmas Tree Safety](#)

[NFPA - Winter Holiday Safety](#)

## Be Prepared for Winter Driving

Winter driving can be hazardous and scary, especially in northern regions that get a lot of snow and ice. Additional preparations can help make a trip safer, or help motorists deal with an emergency. This sheet provides safety information to your residents to help prevent motor vehicle injuries due to winter storms.

### *The three P's of Safe Winter Driving:*

- **PREPARE** for the trip.
- **PROTECT** yourself.
- **PREVENT** crashes on the road.

## Prepare

- **Maintain Your Car:** Check battery, tire tread, and windshield wipers, keep your windows clear, put no-freeze fluid in the washer reservoir, and check your antifreeze.
- **Have on Hand:** flashlight, jumper cables, abrasive material (sand, kitty litter, even floor mats), shovel, snow brush and ice scraper, warning devices (like flares) and blankets. For long trips, add food and water, medication, and cell phone.
- **Stopped or Stalled?** Stay in your car, don't overexert, put bright markers on antenna or windows and shine dome light, and, if you run your car, clear exhaust pipe and run it just enough to stay warm.
- **Plan Your Route:** Allow plenty of time (check the weather and leave early if necessary), be familiar with the maps/ directions, and let others know your route and arrival time.

## Protect Yourself

- Buckle up and use child safety seats properly.
- Never place a rear-facing infant seat in front of an air bag.
- Children 12 and under are much safer in the back seat.

## Prevent Crashes

- Drugs and alcohol never mix with driving.
- Slow down and increase distances between cars.
- Keep your eyes open for pedestrians walking in the road.
- Avoid fatigue – Get plenty of rest before the trip, stop at least every three hours, and rotate drivers if possible.
- If you are planning to drink, designate a sober driver.



## BENEFIT CORNER Wellness Webinars



### Hobbies for Mental and Physical Health

Wednesday, December 1, 2021, from 12:00 – 1:00 PM CT



View this webinar to:

- Understand the benefits of hobbies.
- Learn how to consider new hobbies or reconsider old ones.
- Learn how to get the most out of your hobbies.

[Click Here to View](#)

Brought to you by:



### Managing Holiday Stress

Wednesday, December 15, 2021, from 12:00 – 1:00 PM CT



Join this webinar to:

- Identify ways to cope with emotional stressors of the holidays.
- Learn how to control unrealistic expectations.
- Identify your financial limits.
- Learn important health considerations.

[Click Here to Register](#)

Brought to you by:





## Wellness Podcasts

### Fall Risk Prevention

This month features two subject matter experts discussing falls and most importantly, how to lower your risk. The experts are from [Carle Health](#), headquartered in Urbana, Illinois. Amy Luchinski is a Senior Physical Therapist, and Laura Lyon is also a Physical Therapist and Vestibular Rehab Specialist.

[Click here to listen](#)

Brought to you by:



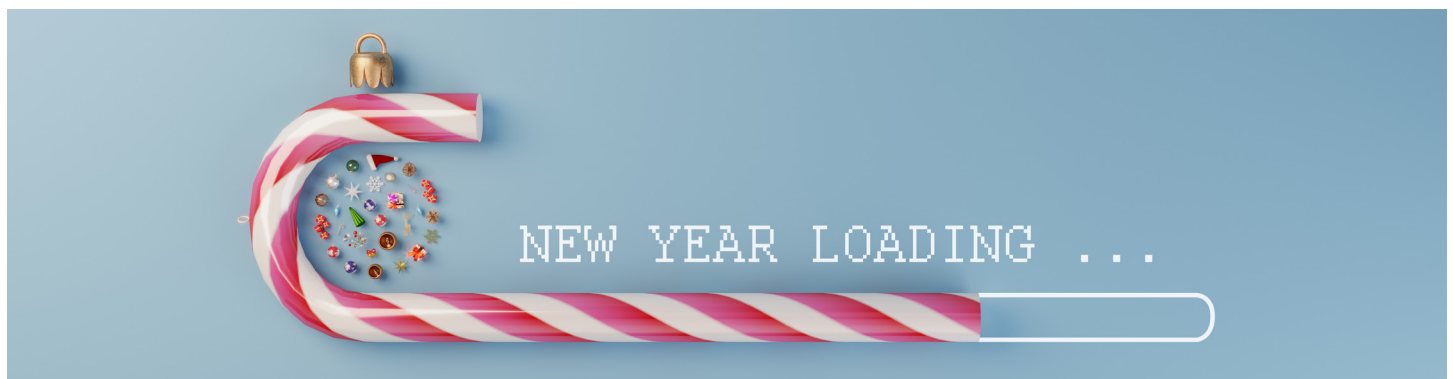


## Take the 22 Days to 2022 Challenge:

Start Date: 12/10/2021







## EVENTS CORNER



# 22 Days To 2022 - Be Well Challenge



Day 1

**Before you Begin:** What motivates you? Reflect on what wellness means to YOU and what YOU would like 2022 to look like.

Completed ☐



Day 2

**Note to Self:** Start a Journal, and log your milestones when you accomplish your goals.

Completed ☐

Day 3

**Unclutter the Mess & De-stress:** Pick something that you have been meaning to do, clean or re-organize and do it. Seize the day!

Completed ☐

Day 4

**Get MOVING:** Pick a time to have a regular walk daily. Try walking at lunch or after dinner. Don't stop the progress!!

Completed ☐

Day 5

**Preparation is Key to Prevention:** Schedule all your wellness visits for the new year.

Completed ☐

Day 6

**Take it or Leave It:** Stop by a "Free Little Library" in your area and leave a book or take one that interests you or your little ones.

Completed ☐

Day 7

**Smile, It's Contagious:** Coping with holiday stress can be difficult. Laughter is good medicine when you're feeling down. [Watch this TEDTalk about the Power of Laughter.](#)

Completed ☐

Day 8

**Funday Friday:** Pick a fun activity to do at home with the family. Game night is always a fun tradition to start.

Completed ☐

Day 9

**EnLIGHTened Expedition:** Take the family out to see a drive thru holiday light display.

Completed ☐

Day 10

**Cookie Crumbles:** Make your favorite holiday cookie and share your recipe and photo on the Be Well Illinois Facebook page at: <https://www.facebook.com/BeWellIllinois>

Completed ☐

Day 11

**Meatless Mondays:** Pick one day a week to go meatless at dinner time. [Click here for ideas.](#)

Completed ☐

Day 12

**It's Nice to Be Nice:** Surprise someone with a kind email of why you appreciate them, send a card of thanks or bring your favorite treat to share at work.

Completed ☐

Day 13

**Protect Your Loved Ones:** Be sure to update your beneficiary on all accounts. It eliminates confusion and ensures that your chosen beneficiary will inherit your benefit(s). Contact your retirement system, life insurance carrier and deferred compensation plan.

Completed ☐

Day 14

**Spirit of Giving:** Deliver a plate or basket of cookies to a relative, neighbor or friend.

Completed ☐

Day 15

**Huff & Puff Before You Stuff:** Pick a new physical activity to do before you indulge in holiday dinner and dessert.

Completed ☐

Day 16

**Operation Preservation:** Release the stress of the holidays and come back to center. Meditation can give you a sense of calm, peace and balance.

[Try this video and Be Well!](#)

Completed ☐

Day 17

**Let It Snow, Let It Snow:** If you find yourself feeling trapped inside due to weather, it may be a good time to go outside and build a snowman with the kids or make snow angels in the snow.

Completed ☐

Day 18

**Go Green:** If you do not do this already, start a recycling program, or make smaller efforts to not litter or be wasteful (e.g. change your furnace filter, switch your lightbulbs to energy efficient ones).

Completed ☐

Day 19

**Winterize:** Be prepared for winter this year and keep a safety kit in your car in case of emergency. Your kit can have items like: water, jumper cables, ice scraper, mini-shovel, blanket, sweater/coat, boots, gloves, hat and a flashlight.

Completed ☐

Day 20

**A Little Goes A Long Way:** Donate something to your local charity or give a monetary donation in the name of a loved one.

Completed ☐

Day 21

**Jingle Jam:** Wear PJ's and watch holiday movies or listen to music with family and friends.

Completed ☐

Day 22

**It's Time to Celebrate:** Get ready for a new you, celebrate your successes. Bring in the new year with a plan, optimism, and excitement. (Don't forget to send us a selfie of the new you!)

Completed ☐



SCAN ME

To learn more about Be Well, [click here](#) or scan QR code. Also follow on [Facebook](#).



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